

Agency Human Resource Services

AHRS Periodical



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

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E-Verify and I-9 Form Update

E-Verify Connection

The U. S. Citizenship & Immigration Services (USCIS) publishes an e-newsletter for all employers each month. This newsletter provides updates related to Form I-9, E-Verify updates, and employment eligibility verification. Staff using the E-Verify system are encouraged to subscribe to this newsletter. [E-Verify Subscriber Information](#) A PDF version of **E-Verify Connection** is available [on-line](#).

E-Verify Self-Assessment Checklist

USCIS has published a helpful guide to ensure that your agency is complying with E-Verify requirements and using the system appropriately. Please be sure to take advantage of this checklist.

[E-Verify Self-Assessment Guide](#)

E-Verify Record Disposal Begins

While most state agencies began using E-Verify by December 1, 2012, some agencies had been using the system for several years prior to this date. **For those agencies using E-Verify for 10 years or longer, the following information is provided.**

On January 1, 2015, [E-Verify](#) will delete transaction records that are over ten years old. December 31, 2014 is the last day [E-Verify](#) employers can download case data created on or before December 31, 2004 in the new "Historic Records Report." See the [Fact Sheet](#) and [Instructions for Downloading](#).

Form I-9 Tip: New Q&As Added

Do you have questions about [Completing Form I-9](#), [Self-Audits](#), or [Updating and Reverification \(Rehires\)](#)? New [Questions & Answers](#) have been added to [I-9 Central](#) on these and other topics.

Statewide Pay Action Summary Report for January—March 2015

| Reason | All Actions | Salary Changes | Average % Change |
|---------------------------------|-------------|----------------|------------------|
| Agency Special Rate | 146 | 144 | 2.30 |
| Change of Duties Salary | 272 | 272 | 6.96 |
| Competitive Salary Offer | 67 | 67 | 12.66 |
| Competitive Voluntary Transfer | 466 | 342 | 9.37 |
| Disciplinary Demotion | 1 | 1 | -10.00 |
| Disciplinary Pay Action | 2 | 2 | -5.33 |
| Downward Role Change | 15 | 1 | -9.09 |
| End Temp Pay: Acting Status | 117 | 117 | -8.70 |
| End Temp Pay: Additional Duties | 59 | 59 | -7.75 |
| End Temp Pay: Special Assgnmnt | 11 | 11 | -7.64 |
| Field Change | 21 | 20 | 10.72 |
| Internal Alignment Salary | 588 | 574 | 6.30 |
| Lateral Role Change | 66 | 18 | 8.22 |
| New Knowledge/Skills/Abilities | 305 | 304 | 7.51 |
| Non-Competitive Voluntry Trans | 220 | 59 | 3.45 |
| Non-Routine | 55 | 54 | 5.94 |
| Perf Reduction Salary/Duties | 3 | 3 | -7.22 |
| Promotion | 382 | 379 | 16.85 |
| Reassignment | 59 | . | . |
| Retention Salary Increase | 108 | 108 | 6.86 |
| Temp Pay: Additional Duties | 100 | 100 | 7.81 |
| Temp Pay: Special Assignment | 14 | 14 | 9.10 |
| Temporary Pay: Acting Status | 104 | 104 | 9.76 |
| Upward Role Change | 137 | 96 | 9.10 |
| Voluntary Demotion | 50 | 30 | -11.43 |
| Change of Duties Bonus | 35 | 35 | 2.81 |
| Internal Alignment Bonus | 5 | 5 | 3.10 |
| New Knowledge/Skills/Abilitie | 123 | 123 | 2.54 |
| Project Bonus Pay Out | 1 | 1 | 2.71 |
| Recognition Award Leave Hours | 1452 | . | . |
| Recognition Award Monetary | 1384 | 1384 | 0.74 |
| Recognition Award Non-Monetar | 93 | 93 | 0.13 |
| Referral Bonus Pay Out | 31 | 31 | 0.71 |
| Retention Additional Leave | 4 | . | . |
| Retention Bonus | 26 | 26 | 3.43 |
| Retention Bonus Pay Out | 327 | 327 | 4.00 |
| Sign-On Additional Leave | 8 | . | . |
| Sign-On Advanced Leave | 3 | . | . |
| Sign-On Bonus Pay-Out | 16 | 15 | 2.72 |
| Suggestion Award Leave Hours | 4 | . | . |
| Suggestion Award Monetary | 1 | 1 | 0.23 |
| Total Actions | 6881 | 4920 | 4.87 |

For the first quarter, there were: 2,556 base salary increases averaging 9.23%; 331 base salary decreases averaging -7.75%; and 2,041 bonus actions, averaging 1.43%.

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

Mobile Device and Other Allowances

Recently, DHRM and DOA Payroll Operations staff discussed the handling of mobile device allowances for employees on extended leave. While the following specific guidance references mobile devices, the same principles also apply to other stipends (for example, Internet connection and electricity allowances for home-based workers, uniform allowances, and housing pay). Please contact your AHRS consultant or payroll office if you have questions.

When employees are permitted to use personal cell phones to conduct state business, they may request a mobile device allowance which defrays some of the cost of the cell phone service. Supervisors must confirm that the use of the phone will meet certain criteria as outlined in the *Commonwealth Accounting Policies and Procedures (CAPP) Manual*. The employee must be actively engaged in work activities to justify receiving the allowance, and supervisors may need to periodically check usage to certify that appropriate business is being conducted and that the allowance should continue. Employees and their supervisors must sign a Mobile Device Allowance Agreement form ([COV Mobile Device Allowance Agreement Form.pdf](#)) noting requirements for continuing the allowance. Employees must report if they are not complying with the requirements for the allowance and agencies should take action to stop the allowance until the employee can again comply. If the employee has not informed the supervisor of a period of non-compliance, any allowances paid during that time must be reimbursed by the employee.

The eligibility criteria make it clear that the employee should be actively engaged in work duties if receiving the allowance. Often employees will be absent for extended periods of time (STD, LWOP, long term traditional sick leave, FMLA, etc.) During these times, the Mobile Device Allowance should be discontinued until the employee is again actively engaged in work activities. Employees and supervisors should be reminded of the requirements of the agreement and the impact when employees are not working for extended periods of time.

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